



CHIEF PROCUREMENT OFFICE

The Disclosure Roadmap

A Guide to the State's Financial and Conflict of Interest Disclosures

30 ILCS 500/50-13, 50-35, 50-38
Forms A, Forms B, Illinois Procurement Gateway

Revised November 2015

Types of Disclosure

The Illinois Procurement Code, 30 ILCS 500

General Information

§ 50-13 “Conflicts of Interest” – Prohibited Conflicts

§ 50-35 “Financial Disclosures and Potential
Conflicts of Interest” – Potential Conflicts

§ 50-38 “Lobbying Restrictions”

Disclosure Forms

FORMS A

- FORMS A includes all of the disclosures required – same as the paper forms that were in use prior to the IPG

FORMS B + Valid IPG Registration

- FORMS B includes some certifications, disclosures for lobbyists (Step 3), and current state contracts (Step 8)
- IPG includes Steps 1, 2, 4, 5, 6, & 7
- Step 9 is included in both IPG and FORMS B

Illinois Procurement Gateway (IPG):

<https://ipg.vendorreg.com/>

Uniform Disclosures

STATE OF ILLINOIS

FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

The Financial Disclosures and Conflicts of Interest form ("form") must be accurately completed and submitted by the vendor, parent entity(ies), and subcontractors. There are **nine** steps to this form and each must be completed as instructed in the step heading and within the step. A bid, offer, or proposal that does not include this form shall be considered non-responsive. The Agency/University will consider this form when evaluating the bid, offer, or proposal or awarding the contract.

The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the disclosure is no longer accurate, then disclosing entities must provide an updated form.

Separate forms are required for the vendor, parent entity(ies), and subcontractors.

This disclosure is submitted for:

- ☒ Vendor
- ☐ Vendor's Parent Entity(ies) (100% ownership)
- ☐ Subcontractor(s) >\$50,000
- ☐ Subcontractor's Parent Entity(ies) (100% ownership) > \$50,000

Project Name	State of Illinois Project X
Illinois Procurement Bulletin Number	1234567890
Contract Number	C1234X67890

FORMS A

STATE OF ILLINOIS FORMS A

A vendor responding to a solicitation by the State of Illinois must return the information requested within this section with their bid or offer if they are not registered in the Illinois Procurement Gateway. Failure to provide this information with their bid or offer non-responsive and result in disqualification.

Please read this entire Forms A and provide the requested information as applicable. The information requested in the signature areas contained in this Forms A must be completed in full and submitted along with the technical proposal. The information requested in this section combined will constitute the Offer, in a Request for Proposal.

Vendor Name: Click here to enter text.	Phone: Click here to enter text.
Street Address: Click here to enter text.	Email: Click here to enter text.
City, State Zip: Click here to enter text.	Vendor Contact: Click here to enter text.

STATE OF ILLINOIS FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

The Financial Disclosures and Conflicts of Interest form ("form") must be accurately completed and submitted by the vendor, parent entity(ies), and subcontractors. There are **nine** steps to this form and each must be completed as instructed in the step heading and within the step. A bid or offer that does not include this form shall be considered non-responsive. The Agency/University will consider this form when evaluating the bid or offer or awarding the contract.

The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the disclosure is no longer accurate, then disclosing entities must provide an updated form.

Separate forms are required for the vendor, parent entity(ies), and subcontractors.

This disclosure is submitted for:

- ☐ Vendor
- ☐ Vendor's Parent Entity(ies) (100% ownership)
- ☐ Subcontractor(s) >\$50,000 (annual value)
- ☐ Subcontractor's Parent Entity(ies) (100% ownership) > \$50,000 (annual value)

Project Name	Click here to enter text.
Illinois Procurement Bulletin Number	Click here to enter text.
Contract Number	Click here to enter text.
Vendor Name	Click here to enter text.
Doing Business As (DBA)	Click here to enter text.
Disclosing Entity	Click here to enter text.
Disclosing Entity's Parent Entity	Click here to enter text.

Illinois Procurement Gateway



CHIEF PROCUREMENT OFFICE
Illinois Procurement Gateway

Home IPG FAQs Chief Procurement Offices Rules & Statutes Reports Links

"My purpose is to be just and fair; and yet to not lose time."
August 16, 1863

IPG Vendor Registration
IPG Registered Vendor Directory
Outreach
Contact Us & Support
Training and Events
Forgot Password
Help/First Time Visitors

Forms		
	View	Form Name
	View	A - B. Business Information & Other Business Registrations
	View	C. Small Business Set-Aside Program
	View	D - E. Department of Human Rights (DHR) & Authorized to do Business in Illinois
	View	F - G. Certifications & Board of Elections
	View	H. Iran Disclosure
	View	I. Financial Disclosure & Conflicts of Interest

Illinois Procurement Gateway

The State of Illinois Chief Procurement Office is pleased to welcome you to our Illinois Procurement Gateway (IPG) for the streamlined process of Vendor Enrollment and Registration.

The IPG is a web based system that serves as the primary location for entering, organizing, and reviewing vendor information. The IPG allows prospective vendors to provide disclosures, registrations, and other documentation needed to do business with a State agency or university in advance of any particular procurement.

The State uses information submitted through the IPG to prequalify vendors for contracts. Upon satisfactory enrollment, vendors will receive a registration.

The system includes the following key features:

- Automated online vendor registration
- Online directory of registered vendors with search capabilities
- Elimination of the need to submit multiple paper-based forms

Mission Statement

System Access Login

Username:

Password:

☐ Remember username

Login

Play Form Add Flag

I. Financial Disclosures & Conflicts of Interest

A. Identify the applicable entity type.

Other Privately Held Entity (i.e. LLC, partnership, privately held corporation with 100 or fewer shareholders, or other entity)

B. Is there a parent entity?

No

C. Instrument of Ownership or Beneficial Interest

Corporate Stock (C-Corporation, S-Corporation, Professional Corporation, Service Corporation)

1. Is there any individual or entity who meets ANY of the following thresholds: (a) Owns more than 5% of the business, (b) Holds ownership share of the business entitled to more than \$106,447.20 of the business' distributive income?

Yes, the information is not publicly available (If any individuals are listed, answer Yes or No to questions 5-8 and 11-20.)

Document

List of individuals or entities meeting one or more of the listed thresholds.
[IPG Percentage of Ownership and Distributive Income Form.pdf](#) (PDF, 188.30 KB)

2. Please certify that the following statement is true: all individuals or entities that hold an ownership interest of greater than 5% or greater than \$106,447.20 of the business' distributive income?

Yes

3. Please certify that the following statement is true: all individuals or entities that were entitled to receive distributive income in an amount greater than \$106,447.20 of the business' distributive income?

FORMS B

STATE OF ILLINOIS FORMS B CERTIFICATIONS AND DISCLOSURES

IPB Reference #: [Click here to enter text.](#)

Procurement/Contract #: [Click here to enter text.](#)

This Forms B may be used when responding to an Invitation for Bid (IFB) or a Request for Proposal (RFP) if the vendor is registered in the Illinois Procurement Gateway (IPG) and has a valid IPG Registration Number.

If a vendor does not have a valid IPG registration number, then the vendor must complete and submit Forms A with their response. Failure to do so may render the submission non-responsive and result in disqualification.

Please read this entire section and provide the requested information as applicable. All parts in Forms B must be completed in full and submitted along with the vendor's response.

1. Certification of Illinois Procurement Gateway Registration

My business has a valid Illinois Procurement Gateway (IPG) registration. The State of Illinois Chief Procurement Office approved the registration and provided the IPG registration number and expiration date disclosed in this Forms B.

To ensure that you have a valid registration in the IPG, search for your business name in the IPG Registered Vendor Directory. If your company does not appear in the search results, then you do not have a valid IPG registration.

IPG Registration #: [Click here to enter text.](#)

IPG Expiration Date: [Click here to enter text.](#)

2. Certification Timely to this Solicitation or Contract

Vendor certifies it is not barred from having a contract with the State based upon violating the prohibitions related to either submitting/writing specifications or providing assistance to an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or similar assistance (except as part of a public request for such information). 30 ILCS 500/50-10.5(e), amended by Public Act No. 97-0895 (August 3, 2012). ☐ Yes ☐ No

3. Replacement Certification to IPG Certification #6 (supersedes response in IPG)

If Vendor has been convicted of a felony, Vendor certifies at least five years have passed since the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business. Vendor further certifies that it is not barred from being awarded a contract. 30 ILCS 500/50-10. ☐ Yes ☐ No

4. Disclosure of Lobbyist or Agent (Complete only if bid, offer, or contract has an annual value over \$50,000)

Is your company or parent entity(ies) represented by or do you or your parent entity(ies) employ a lobbyist required to register under the Lobbyist Registration Act (lobbyist must be registered pursuant to the Act with the Secretary of State) or an agent who has communicated, is communicating, or may communicate with any State/Public University officer or employee concerning the bid or offer? If yes, please identify each lobbyist and

The Vendor Manual

STATE OF ILLINOIS FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST VENDOR MANUAL

Purpose of Vendor Manual

The State of Illinois' Chief Procurement Officer (CPO) for Capital Development Board, CPO for General Services, CPO for Higher Education, and CPO for Transportation provide this manual, which includes a section on Frequently Asked Questions (FAQ), to further inform vendors how to complete the Financial Disclosures and Conflicts of Interest form. This manual supplements but does not replace the instructions given in the Financial Disclosures and Conflicts of Interest form.

Statutory Authority

The general form of solicitation and contract documents shall be determined by the Chief Procurement Officer. 30 ILCS 500/10-5.

General Information

A Financial Disclosures and Conflicts of Interest form (form) is included with this manual. The form includes red text fields, e.g., [Click here to enter text](#). Vendor must click the text field to enter information. When Vendor clicks the text field, a prompt is provided. Included in each prompt is a "V." "V" indicates Vendor should complete the text field. If a particular text field is not applicable to Vendor, Vendor should type "N/A" or "Not Applicable" in the text field. If any red text fields remain after Vendor completes the form, the form is incomplete.

The form in this manual includes circled numbers referred to as callouts, such as ① and ②, next to certain text reserved for Vendor to complete. This manual is organized to correspond with each circled number in the form. This gives Vendor the ability to easily locate additional instructions for corresponding sections in the form. For example, ① in the template corresponds with ① in this manual.

The Vendor Manual's "Map"

STATE OF ILLINOIS
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

The Financial Disclosures and Conflicts of Interest form ("form") must be accurately completed and submitted by the vendor, parent entity(ies), and subcontractors. There are **nine** steps to this form and each must be completed as instructed in the step heading and within the step. A bid, offer, or proposal that does not include this form shall be considered non-responsive. The Agency/University will consider this form when evaluating the bid, offer, or proposal or awarding the contract.

The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the disclosure is no longer accurate, then disclosing entities must provide an updated form.

Separate forms are required for the vendor, parent entity(ies), and subcontractors.

This disclosure is submitted for: 1

☐ Vendor

☐ Vendor's Parent Entity(ies) (100% ownership)

☐ Subcontractor(s) >\$50,000

☐ Subcontractor's Parent Entity(ies) (100% ownership) > \$50,000

Project Name	Click here to enter text. 2
Illinois Procurement Bulletin Number	Click here to enter text. 3
Contract Number	Click here to enter text.

1

Who Submits Disclosures?

- ✓ Prefer ALL entities submit disclosures.
- ✓ Vendors with contracts greater than \$50,000 annually must always submit at least one form. If Vendor has one or more parent entities, or utilizes subcontractors (whose subcontract has an annual value of greater than \$50,000), additional forms must be submitted.
- ✓ Vendors registering in the Illinois Procurement Gateway complete all disclosure questions regardless of any contract values.
- ✓ On FORMS A, Vendors are asked to select the box that correlates to the entity for which the disclosures are being submitted.

This disclosure is submitted for:

☒ Vendor

☐ Vendor's Parent Entity(ies) (100% ownership)

☐ Subcontractor(s) >\$50,000

☐ Subcontractor's Parent Entity(ies) (100% ownership) > \$50,000

1

Who Submits Disclosures?

FAQS – Disclosure Submitted For

1. **Question** - When do I stop disclosing information about a parent entity?

Answer – Disclose information about all 100% parent entities up to a split in ownership (a person and/or a publicly traded entity that owns less than 100%).

2. **Question** - Is a disclosure form required for all parents?

Answer – No. A form for a parent entity is required only for 100% ownership parent(s) of the Vendor or subcontractor. If there are several layers of 100% ownership parents, a separate form for each 100% ownership parent is required. Although separate disclosure forms are not requested for Parent entities that own less than 100% of the Vendor or less than 100% of the subcontractor, the Chief Procurement Office or Procurement Policy Board may later request a disclosure form be completed for those entities.

3. **Question** – Is a disclosure form required for parent entities of subcontractors?

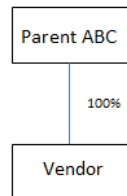
Answer – Yes. If there is a subcontractor whose subcontract value is greater than \$50,000 and if the subcontractor has any 100% ownership parent(s), a separate form must be submitted for each 100% ownership parent of the subcontractor.

4. **Question** – Is there a different form for subcontractor disclosures?

Answer – No. There is no separate template for the subcontractor disclosures. Subcontractors should use this form and mark that the form is submitted for a subcontractor or a subcontractor's parent entity.

Disclosure Examples

Example 1 – Vendor is wholly owned by Parent ABC. A separate form must be submitted for each **Vendor** and **Parent ABC** each.



- On the form submitted for **Vendor**, please check the box next to Vendor. The remainder of the form should be completed from the perspective of **Vendor**, which should also be listed as the Disclosing Entity.

This disclosure is submitted for:

- ☒ Vendor
- ☐ Vendor's Parent Entity(ies) (100% ownership)
- ☐ Subcontractor(s) >\$50,000 (annual value)
- ☐ Subcontractor's Parent Entity(ies) (100% ownership) > \$50,000 (annual value)

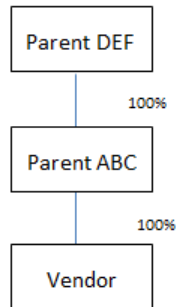
- On the form submitted for **Parent ABC**, please select the box next to Vendor's Parent Entity(ies) (100% ownership). The remainder of the form should be completed from the perspective of **Parent ABC**, which should also be listed as the Disclosing Entity.

This disclosure is submitted for:

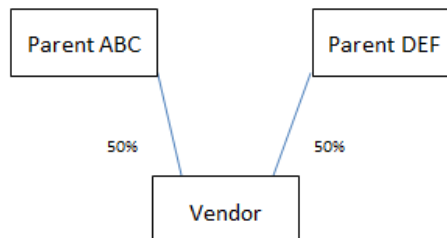
- ☐ Vendor
- ☒ Vendor's Parent Entity(ies) (100% ownership)
- ☐ Subcontractor(s) >\$50,000 (annual value)
- ☐ Subcontractor's Parent Entity(ies) (100% ownership) > \$50,000 (annual value)

Disclosure Examples

Example 2 – Vendor is wholly owned by Parent ABC and Parent ABC is wholly owned by Parent DEF. A separate form must be submitted for Vendor, Parent ABC, and Parent DEF each.



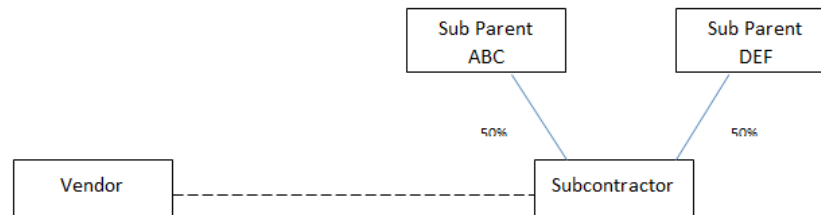
Example 3 – Vendor is owned by two parents, with each having less than 100% ownership (e.g., 50% each). No disclosure form is required for Parent ABC or Parent DEF, unless later requested by the Chief Procurement Office or Procurement Policy Board. A form must be submitted for Vendor, which should also be listed as the Disclosing Entity.



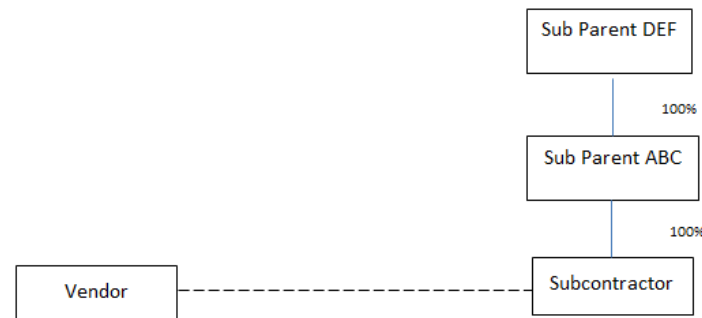
1

Disclosure Examples

Example 4 – Vendor will utilize a subcontractor whose subcontract is greater than \$50,000 annually. A separate form must be submitted for Vendor and Subcontractor each. Subcontractor has two parents, Sub Parent ABC and Sub Parent DEF, who each own 50% of Subcontractor.

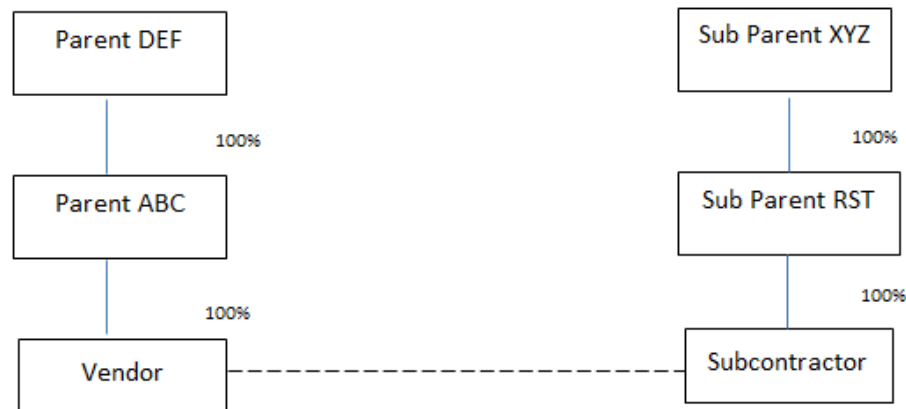


Example 5 – Vendor will utilize a subcontractor whose subcontract is greater than \$50,000 annually. Subcontractor is wholly owned by Sub Parent ABC. Sub Parent ABC is wholly owned by Sub Parent DEF. A separate form must be submitted for Vendor, Subcontractor, Sub Parent ABC, and Sub Parent DEF each.



Disclosure Examples

Example 6 – Vendor is wholly owned by Parent ABC and Parent ABC is wholly owned by Parent DEF. Vendor will utilize a subcontractor whose subcontract is greater than \$50,000 annually. Subcontractor is wholly owned by Sub Parent RST. Sub Parent RST is wholly owned by Sub Parent XYZ. A separate form must be submitted for Vendor, Subcontractor, Parent ABC, Parent DEF, Sub Parent RST, and Sub Parent XYZ each.



General Project Information

This disclosure is submitted for: 1

☐ Vendor

☐ Vendor's Parent Entity(ies) (100% ownership)

☐ Subcontractor(s) >\$50,000

☐ Subcontractor's Parent Entity(ies) (100% ownership) > \$50,000

Project Name	Click here to enter text. 2
Illinois Procurement Bulletin Number	Click here to enter text. 3
Contract Number	Click here to enter text.
Vendor Name	Click here to enter text. 4
Doing Business As (DBA)	Click here to enter text.
Disclosing Entity	Click here to enter text. 5
Disclosing Entity's Parent Entity	Click here to enter text.
Subcontractor	Click here to enter text.
Instrument of Ownership or Beneficial Interest	Choose an item. <input type="checkbox"/> If you selected Other, please describe: Click here to enter text. 6

2

4

General Project Information

2

–Project Name

This refers to the project name found on the respective State procurement bulletin: Illinois Procurement Bulletin, Illinois Public Higher Education Procurement Bulletin, Illinois Transportation Procurement Bulletin, and Illinois Capital Development Board Procurement Bulletin.

3

–Illinois Procurement Bulletin Number

This refers to the procurement identifier number found on the respective State procurement bulletin: Illinois Procurement Bulletin, Illinois Public Higher Education Procurement Bulletin, Illinois Transportation Procurement Bulletin, and Illinois Capital Development Board Procurement Bulletin.

4

– Vendor Name

If the entity is registered with the Illinois Secretary of State, use the name of the entity exactly as it is registered with the Illinois Secretary of State.

6

General Project Information

6

– Instrument of Ownership or Beneficial Interest

Although not exhaustive, the drop down list includes the most frequently selected organization types. If one of the drop-down selections does not describe your organization, select “Other” and then explain your organization ownership in the description box.

Example:

Instrument of Ownership or Beneficial Interest	Other <input checked="" type="checkbox"/> If you selected Other, please describe: Employee Stock Option Plan
------------------------------------------------	--------------------------------------------------------------------------------------------------------------

Empty Form

Subcontractor	Click here to enter text.
Instrument of Ownership or Beneficial Interest	Choose an item. <input type="checkbox"/> If you selected Other, please describe: Click here to enter text.

To Select Click “Choose and Item”

Subcontractor	V: Ownership Type actor	
Instrument of Ownership or Beneficial Interest	Limited Liability Company Membership Agreement (Series LLC, Low-Profit Limited Liability Company) Sole Proprietorship Corporate Stock (C-Corporation, S-Corporation, Professional Corporation, Service Corporation) Limited Liability Company Membership Agreement (Series LLC, Low-Profit Limited Liability Company) Partnership Agreement (General Partnership, Limited Partnership, Limited Liability Partnership, Limited Liability Limited Partnership) Not-for-Profit Corporation	

5

General Project Information

5 – Disclosing Entity


This form should be answered from the perspective of the disclosing entity. Include the name of the disclosing entity. If Vendor is the disclosing entity, the Vendor's name should be included in both the Vendor Name text field and the Disclosing Entity text field. If the parent is the disclosing entity, the name of the parent for whom responses are being submitted should be listed in the Disclosing Entity text field. In the event subcontractor is the disclosing entity, include the name of the subcontractor here.

Example: Sample Vendor is wholly owned by Parent ABC. Vendor is utilizing Sample Subcontractor. Parent ABC is wholly owned by Parent DEF. These disclosures are submitted for Parent ABC. Parent ABC is specified as the Disclosing Entity. Parent ABC also states that it has a parent entity, Parent DEF.

Project Name and Illinois Procurement Bulletin Number	Sample Project IPB # 1234567
Vendor Name	Sample Vendor
Doing Business As (DBA)	Sample Vendor
Disclosing Entity	Parent ABC
Disclosing Entity's Parent Entity	Parent DEF
Subcontractor	Sample Subcontractor
Instrument of Ownership or Beneficial Interest	Corporate Stock (C-Corporation, S-Corporation, Professional Corporation, Service Corporation) <input type="checkbox"/> If you selected Other, please describe: N/A

General Information

IPG & FORMS B



- Home
- View »
- Search »
- Reporting »
- Create »
- Tools »
- Settings »
- Help & Support »
- Logoff

[Show All](#)
[Hide All](#)

Logged on as:
Joanna Gunderson
 State of Illinois

Vendor Information

Business Name	
Primary Contact	
Primary Contact Email	
Phone	
Fax	
Company Email	
Tax ID Number	
Company Type	
Address	

View V

Current Vendor Certifications

No current applicable certifications.

Forms

View	Form Name
View	A - B. Business Information & Other Business Registrations
View	C. Small Business Set-Aside Program
View	D - E. Department of Human Rights (DHR) & Authorized to do Business in Illinois
View	F - G. Certifications & Board of Elections
View	H. Iran Disclosure
View	I. Financial

A. Business Information

1. Your Business is Registering as a
2. Name of CEO/Business Owner
3. Annual sales/gross receipts
4. Is your business a Division or Subsidiary of another organization?
5. When was your business established?
6. In what Illinois county(ies) are you conducting business?
7. Contact Person for this vendor registration

Contact Person Title	
Contact Person Phone	
Contact Person Email	

STATE OF ILLINOIS

FORMS B CERTIFICATIONS AND DISCLOSURES

IPB Reference #: [Click here to enter text.](#)
 Procurement/Contract #: [Click here to enter text.](#)

This Forms B may be used when responding to an Invitation for Bid (IFB) or a Request for Proposal (RFP) if the vendor is registered in the Illinois Procurement Gateway (IPG) and has a valid IPG Registration Number.

If a vendor does not have a valid IPG registration number, then the vendor must complete and submit Forms A with their response. Failure to do so may render the submission non-responsive and result in disqualification.

Please read this entire section and provide the requested information as applicable. All parts in Forms B must be completed in full and submitted along with the vendor's response.

Financial Disclosure

7 – Header

Each step in the document has a header that explains the general nature of the step and informs the Vendor and Subcontractor whether they need to complete the step.

8 – Step 1 – Option 1

Vendor may provide the link to an electronic copy of the Federal 10-K or may submit a paper copy of the Federal 10-K.

9 – Step 1 – Option 2

Only for-profit corporations with more than 200 shareholders may select this option. If Vendor's entity is a corporation with fewer than 200 shareholders or Vendor's entity does not have shareholders, Vendor cannot use this option.

Example: Partnerships cannot use this option. Limited Liability Companies cannot use this option.

10 – Step 1 – Option 3

All United States private for-profit entities with fewer than 200 shareholders or whose owners are not shareholders, not including sole proprietorships, must select this option.

Example: A United States formed partnership must select this option.

11 – Step 1 – Option 4

Foreign entities, i.e., non-United States formed entities, must select this option.

Example: Foreign entities that file a Form 20-F or 40-F with the Securities and Exchange Commission (SEC) may use this option.

STEP 1
SUPPORTING DOCUMENTATION SUBMITTAL
(All vendors complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

7 You must select one of the six options below and select the documentation you are submitting. You must provide the documentation the applicable section requires with this form.

☐ Option 1 – Publicly Traded Entities

1.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

1.B. ☐ Attach a copy of the Federal 10-K, and skip to Step 3.

☐ Option 2 – Privately Held Entities with more than 200 Shareholders

2.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

2.B. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership share in excess of 5% and attach the information Federal 10-K reporting companies are required to report under 17 CFR 229.401.

☐ Option 3 – All other Privately Held Entities, not including Sole Proprietorships

3.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

☐ Option 4 – Foreign Entities

4.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

4.B. ☐ Attach a copy of the Securities Exchange Commission Form 20-F or 40-F and skip to Step 3.

☐ Option 5 – Not-for-Profit Entities

☐ Complete Step 2, Option B.

☐ Option 6 – Sole Proprietorships

☐ Skip to Step 3.

12

Financial Disclosure

12 – Step 2 – Option A

Only for-profit entities complete this sub-step.

Example: Even if Vendor has a partnership agreement and claims the partnership agreement is private, State law requires this disclosure for all State government contracts.

OPTION B – Disclosure of Board of Directors (Not-for-Profits)

If you selected Option 5 in Step 1, list members of your board of directors. Please include an attachment if necessary.

TABLE – Z	
Name	Address
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

For-Profit:

STEP 2

DISCLOSURE OF FINANCIAL INTEREST OR BOARD OF DIRECTORS

(All vendors, except sole proprietorships, must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

Complete **either** Option A (for all entities other than not-for-profits) or Option B (for not-for-profits). Additional rows may be inserted into the tables or an attachment may be provided if needed.

OPTION A – Ownership Share and Distributive Income

Ownership Share – If you selected Option 1.A., 2.A., 2.B., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of ownership if said percentage exceeds 5%, or the dollar value of their ownership if said dollar value exceeds \$106,447.20.

☐ Check here if including an attachment with requested information in a format substantially similar to the format below.

TABLE – X			
Name	Address	Percentage of Ownership	\$ Value of Ownership
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Distributive Income – If you selected Option 1.A., 2.A., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of the disclosing vendor's total distributive income if said percentage exceeds 5% of the total distributive income of the disclosing entity, or the dollar value of their distributive income if said dollar value exceeds \$106,447.20.

☐ Check here if including an attachment with requested information in a format substantially similar to the format below.

TABLE – Y			
Name	Address	% of Distributive Income	\$ Value of Distributive Income
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

13 – 18

Financial Disclosure

13 – Or

Example: Vendor should disclose either percentage of ownership **or** value of ownership but not both.

14 – You can write “see attached” if your company includes a stand-alone document that lists all of the owners and provides the information requested by the table.

15 – Table X

If you disclose ownership share by completing Table X and this disclosure is inclusive of any person whose total distributive income percentage exceeds 5% of the total distributive income of the disclosing entity or whose dollar value of distributive income exceeds \$106,447.20, you do not need to complete Table Y.

16 – Remove lines in the Table

Click where it says **Click here to enter text..** Then press delete. Alternatively, you may select the entire row, and then press delete.

17 – Distributive Income

Distributable or distributive income means the income of a company after payment of all expenses, including employee salaries and bonuses, and retained earnings that is distributed to those entitled to receive a share of that income. In the case of a for-profit corporation, distributable income means “dividends.” When calculating entitlement to distributable income, the entitlement shall be determined at the end of the company’s most recent fiscal year.

18 – Table Y

If you disclose distributive income by completing Table Y and this disclosure is inclusive of any person whose percentage of ownership exceeds 5% or whose dollar value of ownership exceeds \$106,447.20, you do not need to complete Table X.

If you never make any distributions and no one is entitled to distributive income, you may only complete Table X by disclosing only those persons whose percentage of ownership exceeds 5% or whose dollar value of ownership exceeds \$106,447.20.

STEP 2

DISCLOSURE OF FINANCIAL INTEREST OR BOARD OF DIRECTORS

(All vendors, except sole proprietorships, must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

Complete **either** Option A (for all entities other than not-for-profits) or Option B (for not-for-profits). Additional rows may be inserted into the tables or an attachment may be provided if needed.

OPTION A – Ownership Share and Distributive Income

Ownership Share – If you selected Option 1.A., 2.A., 2.B., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of ownership if said percentage exceeds 5%, or the dollar value of their ownership if said dollar value exceeds \$106,447.20.

☐ Check here if including an attachment with requested information in a format substantially similar to the format below.

TABLE – X			
Name	Address	Percentage of Ownership	\$ Value of Ownership
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Distributive Income – If you selected Option 1.A., 2.A., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of the disclosing vendor’s total distributive income if said percentage exceeds 5% of the total distributive income of the disclosing entity, or the dollar value of their distributive income if said dollar value exceeds \$106,447.20.

☐ Check here if including an attachment with requested information in a format substantially similar to the format below.

TABLE – Y			
Name	Address	% of Distributive Income	\$ Value of Distributive Income
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Financial Disclosure

Forms		
View	Form Name	Flagged
View	A - B. Business Information & Other Business Registrations	
View	C. Small Business Set-Aside Program	
View	D - E. Department of Human Rights (DHR) & Authorized to do Business in Illinois	
View	F - G. Certifications & Board of Elections	
View	H. Iran Disclosure	
View	I. Financial Disclosure & Conflicts of Interest	1 flag

I. Financial Disclosures & Conflicts of Interest

A. Identify the applicable entity type.
Privately Held Entity with more than 100 shareholders

B. Is there a parent entity?
Yes

Parent Entity Disclosures

Document	Status
Parent Form IPG Parent Financial Disclosures and Conflicts of Interest Form-Jan 2015 (DOCX, 260.56 KB)	Attached by Dawn Hirlinger on 1/15/2015

Parent disclosures for Hanson Group Inc. identify potential conflict, debarment, and/or bankruptcy in Steps 3-6.
Added by Kylie Carter on 1/27/2015 ([Delete](#))

Add Flag

[Save Flag](#) [Cancel](#)

C. Instrument of Ownership or Beneficial Interest
Corporate Stock (C-Corporation, S-Corporation, Professional Corporation, Service Corporation)

1. Is there any individual or entity who meets ANY of the following thresholds: (a) Owns more than 5% of the business, (b) Holds ownership share of the business valued in excess of \$106,447.20, (c) Is entitled to more than 5% of the business' distributive income, or (d) Is entitled to more than \$106,447.20 of the business' distributive income?

Yes, the information is not publicly available (If any individuals are listed, answer Yes or No to questions 5-8 and 11-20.)

Document	Status
List of individuals or entities meeting one or more of the listed thresholds. Percentage of Ownership and Distributive Income Form (DOCX)	Attached by Dawn Hirlinger on 1/13/2015

Table X & Table Y Disclosures

Financial Disclosure

FORMS A

Please certify that the following statements are true.

I have disclosed all individuals or entities that hold an ownership interest of greater than 5% or greater than \$106,447.20.

☐ Yes ☐ No

I have disclosed all individuals or entities that were entitled to receive distributive income in an amount greater than \$106,447.20 or greater than 5% of the total distributive income of the disclosing entity.

☐ Yes ☐ No

IPG

2. Please certify that the following statement is true: all individuals or entities that hold an ownership interest of greater than 5% or greater than \$106,447.20 have been disclosed.	Yes
3. Please certify that the following statement is true: all individuals or entities that were entitled to receive distributive income in an amount greater than \$106,447.20 or greater than 5% of the total distributive income of the disclosing entity.	Yes

Note: This certifies you have disclosed everyone you are required to disclose.

Example: Your company has no individual or entity who meets the disclosures thresholds. As such, your company has not disclosed any individual or entity in Tables X and Y. You should still mark “yes” for both of these questions.

19

Lobbyist Disclosure

19 – Step 3 Disclosure of Lobbyist or Agent

Only disclose those hired to assist you with obtaining a contract award for this procurement and who may assist you in the future with the bid or offer. You do not need to disclose a lobbyist **not** lobbying for this procurement or resulting contract. If your company has more than one lobbyist and you do not know which one will lobby for this procurement or any resulting contract, please list all of them.

Even if you have a lobbyist, as long as they are not paid with proceeds from a resulting contract, you are not prohibited from receiving a contract award for this procurement.

FORMS A

FORMS B

4. **Disclosure of Lobbyist or Agent** (Complete only if bid, offer, or contract has an annual value over \$25,000) Is your company or parent entity(ies) represented by or do you or your parent entity(ies) employ a lobbyist required to register under the Lobbyist Registration Act (lobbyist must be registered pursuant to the Act with the Secretary of State) or other agent who has communicated, is communicating, or may communicate with this State/Public University officer or employee concerning the bid or offer? If yes, please identify each lobbyist and agent, including the name and address below. ☐ Yes ☐ No

If yes, please identify each lobbyist and agent, including the name and address below. If you have a lobbyist or agent who does not meet the criteria, then you do not have to disclose the lobbyist's information. Additional information may be provided if needed.

Name	Address	Relationship to Disclosing Entity
Click here to enter text.	Click here to enter text.	Click here to enter text.

Describe all costs/fees/compensation/reimbursements related to the assistance provided by each representative lobbyist or other agent to obtain this Agency/University contract: [Click here to enter text.](#)

STEP 3

DISCLOSURE OF LOBBYIST OR AGENT

(Complete only if bid, offer, or contract has an annual value over \$25,000)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

☐ Yes ☐ No. Is your company represented by or do you employ a lobbyist required to register under the Lobbyist Registration Act (lobbyist must be registered pursuant to the Act with the Secretary of State) or other agent who is not identified through Step 2, Option A above and who has communicated, is communicating, or may communicate with this State/Public University officer or employee concerning the bid or offer? If yes, please identify each lobbyist and agent, including the name and address below.

If you have a lobbyist that does not meet the criteria, then you do not have to disclose the lobbyist's information.

Name	Address	Relationship to Disclosing Entity
Click here to enter text.	Click here to enter text.	Click here to enter text.

Describe all costs/fees/compensation/reimbursements related to the assistance provided by each representative lobbyist or other agent to obtain this Agency/University contract: [Click here to enter text.](#)

19

20

Conflicts of Interest

20

– Step 4 Prohibited Conflicts of Interest

This step requires disclosure of elected State officers (specifically the Governor, Lieutenant Governor, Attorney General, Secretary of State, Comptroller, and Treasurer) and members of the General Assembly. It does not apply to elected officers in units of local government or in school districts.

Prohibited Conflicts: § 50–13

- ✓ Not Contract Specific
- ✓ Limited Scope
- ✓ Waiver Process (§ 50–20)

STEP 4

PROHIBITED CONFLICTS OF INTEREST

(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

20

Step 4 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above. Please provide the name of the person for which responses are provided: [Click here to enter text](#).



1. Do you hold or are you the spouse or minor child who holds an **elective office** in the State of Illinois or hold a seat in the General Assembly? ☐ Yes ☐ No
2. Have you, your spouse, or minor child been appointed to or employed in any offices or agencies of State government and receive compensation for such employment in excess of 60% (\$106,447.20) of the salary of the Governor? ☐ Yes ☐ No
3. Are you or are you the spouse or minor child of an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority? ☐ Yes ☐ No
4. Have you, your spouse, or an immediate family member who lives in your residence currently or who lived in your residence within the last 12 months been appointed as a member of a board, commission, authority, or task force authorized or created by State law or by executive order of the Governor? ☐ Yes ☐ No
5. If you answered yes to any question in 1-4 above, please answer the following: Do you, your spouse, or minor child receive from the vendor more than 7.5% of the vendor's total distributable income or an amount of distributable income in excess of the salary of the Governor (\$177,412.00)? ☐ Yes ☐ No
6. If you answered yes to any question in 1-4 above, please answer the following: Is there a combined interest of self with spouse or minor child more than 15% (\$354,824.00) in the aggregate of the vendor's distributable income or an amount of distributable income in excess of two times the salary of the Governor? ☐ Yes ☐ No

21

Conflicts of Interest

21 – Step 5 Potential Conflicts of Interest Relating to Personal Relationships

This is a broader disclosure than Step 4 (discussed in callout 20). In this step, all persons holding an elected office, including those in units of local government or in school districts in the State of Illinois, offices of the State of Illinois, and office of the United States government, must be disclosed.

Potential Conflicts: § 50–35

- ✓ Contract Specific
- ✓ Broad Scope
- ✓ Intent: Due Diligence

21

STEP 5
POTENTIAL CONFLICTS OF INTEREST RELATING TO PERSONAL RELATIONSHIPS
(Complete only if bid, offer, or contract has an annual value over \$25,000)
 (Subcontractors with subcontract annual value of more than \$50,000 must complete)

Step 5 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option B above.

Please provide the name of the person for which responses are provided: [Click here to enter text.](#)

1. Do you currently have, or in the previous 3 years have you had State employment, including contractual employment of services? ☐ Yes ☐ No
2. Has your spouse, father, mother, son, or daughter, had State employment, including contractual employment for services, in the previous 2 years? ☐ Yes ☐ No
3. Do you hold currently or have you held in the previous 3 years elective office of the State of Illinois, the government of the United States, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois? ☐ Yes ☐ No
4. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding elective office currently or in the previous 2 years? ☐ Yes ☐ No
5. Do you hold or have you held in the previous 3 years any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that? ☐ Yes ☐ No
6. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding appointive office currently or in the previous 2 years? ☐ Yes ☐ No
7. Do you currently have or in the previous 3 years had employment as or by any registered lobbyist of the State government? ☐ Yes ☐ No
8. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) that is or was a registered lobbyist? ☐ Yes ☐ No
9. Do you currently have or in the previous 3 years had compensated employment by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections? ☐ Yes ☐ No
10. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) who is or was a compensated employee of any registered election or reelection committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections? ☐ Yes ☐ No

22

Conflicts of Interest

22

STEP 6

EXPLANATION OF AFFIRMATIVE RESPONSES

(All vendors must complete regardless of annual bid, offer, or contract value.
(Subcontractors with subcontract annual value of more than \$50,000 must complete.)

If you answered "Yes" in Step 4 or Step 5, please provide on an additional page a detailed explanation of the conflict of interest. The explanation is not limited to the name, salary, State agency or university, and position title of each individual.

22

– Step 6 Explanation of Affirmative Responses

This step requires Vendor to explain any affirmative response in Step 4 or Step 5.

- For example, if you checked "Yes" in Step 5, No. 2 because your spouse worked for a state agency, your response in Step 6 might look like:

Step 5, No. 2: My wife, Jane Smith, works for the Illinois Department of Central Management Services as an attorney (Senior Public Service Administrator 1) in the Labor Relations Division. Her annual salary is \$75,250.

- Salary information is required if you answered "Yes" in Step 4 or Step 5. With regard to salary information, it can be provided as the exact dollar amount of the annual salary, or if the salary does not exceed \$106,447.20 in any year, as a statement that the annual salary did not exceed \$106,447.20 for any of the years at issue. If the salary did exceed \$106,447.20, the exact dollar amount of the salary for that year should be included.
- As another example, if you marked "Yes" in Step 5, No. 6 because your son was appointed to the Illinois Commerce Commission, your response in Step 6 might look like:

Step 5, No. 6: My son, John Smith, was appointed to the Illinois Commerce Commission as a commissioner until July 2011. His annual compensation from the appointment did not exceed \$106,447.20.

- With regard to the position title of the individual, this can be the personnel title but can also be the title within the division where the person works. It is usually more helpful to include the title from the division as it gives more insight into the person's duties. Using the same examples above, while technically accurate, the following response gives little insight into what this person does for the State and may require additional information be supplied before your company's disclosures can be approved:

Step 5, No. 2: My wife, Jane Smith, works for the Illinois Department of Central Management Services as a Senior Public Service Administrator 1. Her annual salary is \$75,250.

By contrast, the following response omits the personnel title but contains more specific information. It is a better submission because it provides a specific description of this person's job:

Step 5, No. 2: My wife, Jane Smith, works for the Illinois Department of Central Management Services as an attorney in the Labor Relations Division. Her annual salary is \$75,250.

Conflicts of Interest

Potential COI Disclosure in the IPG

5. For the individuals disclosed above in question 1 and for sole proprietors, are any of them a person who holds an elective office in the State of Illinois or holds a seat in the General Assembly, or are they the spouse or minor child of such person?	Yes
No	
6. For the individuals disclosed above in question 1 and for sole proprietors, are any of them appointed to or employed in any offices or agencies of State government and receive compensation for such employment in excess of 60% (\$106,447.20) of the salary of the Governor, or are any of them the spouse or minor child of such person?	Yes
No	
7. For the individuals disclosed above in question 1 and for sole proprietors, are any of them an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority, or are any of them the spouse or minor child of such person?	Yes
No	
8. For the individuals disclosed above in question 1 and for sole proprietors, are any of them appointed as a member of a board, commission, authority, or task force authorized or created by State law or by executive order of the Governor, or are they the spouse or an immediate family member who currently resides or resided with such person within the last 12 months?	Yes
No	
9. If any question in 5-8 above is answered yes, please answer the following: Do any of the individuals identified, their spouse, or minor child receive from the entity more than 7.5% of the entity's total distributable income or an amount of distributable income in excess of the salary of the Governor (\$177,412.00)?	Yes
Not applicable ♦ I answered No in Questions 5-8	
10. If any question in 5-8 above is answered yes, please answer the following: Is there a combined interest of any individual identified along with their spouse or minor child of more than 15% in the aggregate of the entity's distributable income or an amount of distributable income in excess of two times the salary of the Governor (\$354,824.00)?	Yes
Not applicable ♦ I answered No in Questions 5-8	
11. For the individuals disclosed above in question 1 and for sole proprietors, do any of them currently have, or in the previous 3 years had State employment, including contractual employment of services?	Yes
Not applicable ♦ No individuals disclosed in question 1	
12. For the individuals disclosed above in question 1 and for sole proprietors, have their spouse, father, mother, son, or daughter, had State employment, including contractual employment for services, in the previous 2 years?	Yes
Yes	
For [REDACTED] My wife [REDACTED] is currently employed at the Illinois State Board of Education (ISBE). She is employed at the Fiscal and Procurement Services Department and her position is Fiscal Specialist 1 with a salary of [REDACTED] per annum. She started her employment with ISBE effective May 16, 2012. Her job responsibilities include the following:	
♦ Ensuring all documents pertaining to preparing a travel voucher are submitted	
♦ Verifying travel date and destination against the Travel Activity Report	
♦ Validating mileages claimed	
♦ Validating lodging, and transportation charges against receipts that were provided by the traveler	
♦ Ensuring that the charges incurred are entered on the correct column on the travel worksheet	
♦ Communicating with travelers concerning any issues or questions regarding their travel	
13. For the individuals disclosed above in question 1 and for sole proprietors, do any of them currently hold or have held in the previous 3 years elective office of the State of Illinois, the government of the United States, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois?	Yes
No	
14. For the individuals disclosed above in question 1 and for sole proprietors, do any of them have a relationship to anyone (spouse, father, mother, son, or daughter) holding elective office currently or in the previous 2 years?	Yes
No	

23

Debarment & Legal Proceedings

23 – Step 7 Potential Conflicts of Interest Relating to Debarment and Legal Proceedings

This step must be completed for each person and/or entity disclosed in Step 2, Option A; for each person disclosed in Step 3; for the sole proprietor disclosed in Step 1; and for each entity named in this form prior to Step 1, in Step 2 and/or in Step 5 even if no entity is listed in Step 2. If a vendor submits a Federal 10-K, they must still answer the questions in this step, but they may state “See Federal 10-K” in the explanatory text field.

STEP 7

POTENTIAL CONFLICTS OF INTEREST RELATING TO DEBARMENT & LEGAL PROCEEDINGS

(Complete only if bid, offer, or contract has an annual value over \$25,000)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

23

This step must be completed for each person disclosed in Step 2, Option A, Step 3, and for each entity and sole proprietor disclosed in Step 1.

Please provide the name of the person or entity for which responses are provided: [Click here to enter text.](#)

1. Within the previous ten years, have you had debarment from contracting with any governmental entity? ☐ Yes ☐ No
2. Within the previous ten years, have you had any professional licensure discipline? ☐ Yes ☐ No
3. Within the previous ten years, have you had any bankruptcies? ☐ Yes ☐ No
4. Within the previous ten years, have you had any adverse civil judgments and administrative findings? ☐ Yes ☐ No
5. Within the previous ten years, have you had any criminal felony convictions? ☐ Yes ☐ No

If you answered “Yes”, please provide a detailed explanation that includes, but is not limited to the name, State agency or university, and position title of each individual. [Click here to enter text.](#)

24

Current & Pending Contracts

24

– Step 8 Disclosure of Current and Pending Contracts

Only contracts, proposals, bids, subcontracts, leases, or other ongoing procurement relationships the bidding, proposing, offering, or subcontracting entity has with units of State of Illinois government should be listed. Do not list contracts, proposals, bids, subcontracts, leases, or other ongoing procurement relationships the bidding, proposing, offering, or subcontracting entity has with cities or local municipalities.

FORMS A

FORMS B

5. Disclosure of Current and Pending Contracts

Complete only if: (a) your business is for-profit and (b) the bid, offer, or contract has an annual value of \$50,000. Do not complete if you are a not-for-profit entity.

☐ Yes ☐ No. Do you have any contracts, pending contracts, bids, proposals, subcontracts, leases, or other ongoing procurement relationships with units of State of Illinois government?

If "Yes", please specify below. Additional rows may be inserted into the table or an attachment format may be provided if needed.



Agency/University	Project Title	Status	Value	Contract Reference/P.O./Illinois Procurement Bulletin #
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

STEP 8

DISCLOSURE OF CURRENT AND PENDING CONTRACTS

(Complete only if bid, offer, or contract has an annual value over \$25,000)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

If you selected Option 1, 2, 3, 4, 5, or 6 in Step 1, do you have any contracts, pending contracts, bids, proposals, subcontracts, leases, or other ongoing procurement relationships with units of State of Illinois government? ☐ Yes ☐ No.

If "Yes", please specify below. Attach an additional page in the same format as provided below, if desired.

24

Agency/University	Project Title	Status	Value	Contract Reference/P.O./Illinois Procurement Bulletin #
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Please explain the procurement relationship: Click here to enter text.

25

Sign the Disclosure

25

– Step 9 Sign the Disclosure

Each form must be signed by either an authorized officer or employee on behalf of the bidder or offeror. If Vendor has a parent entity and that parent entity authorizes vendor to sign the form on its behalf, Vendor may sign the form.

FORMS A

FORMS B

6. Signature

As of the date signed below, I certify that:

- My business' information and the certifications made in the Illinois Procurement Gateway are truthful and accurate.
- The certifications and disclosures made in this Forms B are truthful and accurate.

This Forms B is signed by an authorized officer or employee on behalf of the bidder, offeror, or vendor pursuant to Sections 50-13 and 50-35 of the Illinois Procurement Code, and the affirmation of the accuracy of the financial disclosures is made under penalty of perjury.

This disclosure information is submitted on behalf of:

Vendor Name: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Street Address: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

City, State, Zip: [Click here to enter text.](#)

Vendor Contact: [Click here to enter text.](#)

Signature: _____

Date: [Click here to enter text.](#)

Printed Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

STEP 9

SIGN THE DISCLOSURE

(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

This disclosure is signed, and made under penalty of perjury for all for-profit entities, by an authorized officer or employee on behalf of the bidder or offeror pursuant to Sections 50-13 and 50-35 of the Illinois Procurement Code. This disclosure information is submitted on behalf of:

25

Name of Disclosing Entity: [Click here to enter text.](#)

Signature: _____

Date: [Click here to enter text.](#)

Printed Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

Email Address: [Click here to enter text.](#)

“made under penalty of perjury for all for-profit entities”
§ 50-35(a)

Roadmaps – FORMS A

26 – **FAQS** – The examples below inform Vendor which steps to complete for common entity structures.

Example 1 – U.S. Publicly Traded Corporations Submitting a 10K – Complete the following:

- Cover Page
- Step 1 Option 1.B.
- Step 3
- Step 7
- Step 8
- Step 9

Example 2 – U.S. Publicly Traded Corporations Submitting a 10K – Complete the following:

- Cover page
- Step 1 Option 1.A.
- Step 2 Option A or Step 2 Option B
- Step 3
- Step 4
- Step 5
- Step 6 (if applicable)
- Step 7
- Step 8
- Step 9

Example 3 – U.S. Private Corporations Submitting a 10K – Complete the following:

- Cover Page
- Step 1 Option 3.A.
- Step 2 Option A or Step 2 Option B
- Step 3
- Step 4
- Step 5
- Step 6 (if applicable)
- Step 7
- Step 8
- Step 9

Example 4 – U.S. Private Corporations Submitting a 10K – Complete the following:

- Cover page
- Step 1 Option 3.A.
- Step 2 Option A or Step 2 Option B
- Step 3
- Step 4
- Step 5
- Step 6 (if applicable)
- Step 7
- Step 8
- Step 9

Example 5 – U.S. Limited Liability Companies Submitting a 10K – Complete the following:

- Cover page
- Step 1 Option 3.A.
- Step 2 Option A or Step 2 Option B
- Step 3
- Step 4
- Step 5
- Step 6 (if applicable)
- Step 7
- Step 8
- Step 9

Example 6 – U.S. Partnerships – Complete the following:

- Cover page
- Step 1 Option 3.A.
- Step 2 Option A or Step 2 Option B
- Step 3
- Step 4
- Step 5
- Step 6 (if applicable)
- Step 7
- Step 8
- Step 9

Example 7 – U.S. Trusts – Complete the following:

- Cover page
- Step 1 Option 3.A.
- Step 2 Option A or Step 2 Option B
- Step 3
- Step 4
- Step 5
- Step 6 (if applicable)
- Step 7
- Step 8
- Step 9

Example 8 – Foreign Entities Submitting a 10K – Complete the following:

- Cover Page
- Step 1 Option 4.B.
- Step 3
- Step 7
- Step 8
- Step 9

Example 9 – Foreign Entities NOT Submitting a 10K – Complete the following:

- Cover page
- Step 1 Option 4.A.
- Step 2 Option A or Step 2 Option B
- Step 3
- Step 4
- Step 5
- Step 6 (if applicable)
- Step 7
- Step 8
- Step 9

Example 10 – Not-for-Profit Corporations – Complete the following:

- Cover Page
- Step 1 Option 5
- Step 2 Option B
- Step 3
- Step 8
- Step 9

Example 11 – Sole Proprietor – Complete the following:

- Cover Page
- Step 1 Option 6
- Step 3
- Step 4
- Step 5
- Step 6 (if applicable)
- Step 7
- Step 8
- Step 9

Example 12 – Entities that are 100% Owned Subsidiaries – Complete the following:

- Cover Page
- Step 1 (pick option that applies)
- Step 2 Option A (list 100% parent)
- Step 3
- Step 7
- Step 8
- Step 9

Q & A

